

SAMPLE FORMAL SPACE OFFER LETTER

LETTERHEAD

From: Commander, Navy Region _____ (or Major Claimant)

To: Electronic Data Systems Corporation
13600 EDS Drive
Herndon, VA 20171

Subj: SPACE ALLOCATION FOR THE NAVY MARINE CORPS INTRANET (NMCI) AT

Ref: (a) PEO IT WASHINGTON DC 122350Z JAN 01
(b) PEO IT WASHINGTON DC 111521Z JUL 01

Encl: (1) Building _____ floor plan (Server Farm)
(2) Building _____ floor plan (Permanent Administration)
(3) Building _____ floor plan (Temporary Administration)
(4) Building _____ floor plan (Permanent Warehouse)
(5) Building _____ floor plan (Temporary Warehouse)
(6) List of Government action items to prepare spaces

1. In response to references (a) and (b), the following spaces are approved for your use:

a.	Server Farm:	Building _____, _____ square feet
b.	Permanent Administration:	Building _____, _____ square feet
c.	Temporary Administration:	Building _____, _____ square feet
d.	Permanent Warehouse:	Building _____, _____ square feet
e.	Temporary Warehouse:	Building _____, _____ square feet

Enclosures (1) through (5) are floor plans for the buildings.

2. All build-out costs necessary to meet NMCI requirements in the assigned facilities will be at your expense. Please provide a schedule of when you intend to begin construction in the building so the Government will have time to repair the building in accordance with enclosure (6) without impacting your schedule. A new Site Concurrence Memorandum will be developed to document the quantity of space provided, maintenance responsibilities, facility support required, and any conditions for use of the building.

3. Please provide plans of the build-out to make to the Resident Officer in Charge of Construction, (name) at (phone number). These plans should be provided in sufficient time to allow a fire protection review prior to start of work on site.

4. If you have any questions regarding this matter, please contact (name) at (phone number).

(Signature)
(Name)
(Title)

Copy to:
SPAWARSSYSCOM, Attn: Robert Cruz
SOUTHWESTNAVFACENGCOM, Attn: David Nelson
Station PWO
Electronic Data Systems Corporation Site Manager
Electronic Data Systems Headquarters, Attn: George Helfrick

Notes:

1) This format assumes that the station PWO has selected a facility and forwarded that information on to the region or IMC for formal offer to ISF as described in COMNAVFACENGCOM WASHINGTON DC 281122Z AUG 01. Please modify it accordingly to reflect how the request was actually processed.

2) Provide the original of this letter to the Installation Strike Force site manager, with copies telefaxed to the "Copy to" addressees.